



BIDS AND AWARDS COMMITTEE

INFRASTRUCTURE & REPAIRS

September 25, 2018

REQUEST FOR QUOTATION (RFQ) NO. 18-473-09

The **Bulacan State University (BulSU)**, through its **Bids and Awards Committee (BAC)**, will undertake an Alternative Mode of Procurement through Negotiated Procurement in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised IRR of RA 9184 otherwise known as "The Government Procurement Reform Act."

Quotation for the subject below:

| | | |
|---|---|--|
| Name of Project | : | Consulting Services for the CIT Retrofitting (Design Phase) |
| Purchase Request No. | : | |
| Location | : | BulSU, Main Campus, Guinhawa St. City of Malolos, Bulacan |
| Approved Budget for the Contract (ABC) | : | ₱ 350,000.00 |
| Source of Funds | : | Income |
| Delivery Schedule | : | Thirty (30) calendar days upon receipt of Notice to Proceed |
| Brief Description | : | The Retrofitting of CIT Building (PMO-18-07) includes structural retrofitting of the ground, second and third floor levels of the CIT Building (Alvarado Hall) |
| Deadline of Submission | : | October 1, 2018, 1:30 p.m. |
| Venue | : | Procurement Office, 2 nd Floor, CSSP Building (Near Gate 4), BulSU City of Malolos, Bulacan |

Award of contract shall be made to the bidder with the highest rated and responsive offer for the subject item who comply with the Terms of Reference (TOR) and other terms and conditions stated herein. All bids higher than the ABC shall automatically be disqualified.

Interested consulting firm/company is required to submit the following documents:

Legal Documents:

1. Registration certificate from DTI/SEC or CDA for cooperatives and/or equivalent document from the country of origin;
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
3. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR;
4. PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184;
5. Latest income and business tax returns;
6. Omnibus Sworn Statement;

Technical Document:

7. Duly signed Terms of Reference;
8. List of Completed/On-going Project as Structural Designer for the last three years with Client's Certification and Contract (the list should indicate the project name, contract amount, and the Consultant's involvement i.e. designer, consultant, project/ construction manager, etc.)
9. Proof of qualification such as: Curriculum Vitae (CV), Professional Regulation Commission (PRC) License and Professional Tax Receipt (PTR) clearly showing the relevant skills, work experience and professional certifications.
10. Certificate of Site Inspection duly issued and signed by the Project Management Office of BulSU

Financial Document:

11. Duly signed and sealed Price Quotation.

Legal Requirements:

Conflict of Interest

- 1.1. The Funding Source's policy requires that Consultants including its professional staff provide professional, objective, and impartial advice and at all times hold the Bulacan State University's interests paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Consultants including its professional staff shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Bulacan State University. Without limitation on the generality of this rule, Consultants shall not be hired under the circumstances set forth below:
 - (a) If a Consultant including its professional staff combines the function of consulting with those of contracting and/or supply of equipment for the same Project;
 - (b) If a Consultant including its professional staff is associated with, affiliated to, or owned by a contractor or a manufacturing firm with departments or design offices offering services as consultants unless such Consultant includes relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant shall limit its role to that of a consultant and disqualify itself and its associates from work in any other capacity that may emerge from the Project (including bidding for any part of the future project). The contract with the Consultant selected to undertake the Project shall contain an appropriate provision to such effect; or
 - (c) If there is a conflict among consulting projects, the Consultant (including its professional staffs and sub consultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant project. The duties of the Consultant and its professional staff depends on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations where no conflict exists, a Consultant including its professional staff cannot be recruited to carry out a project that, by its nature, shall result in conflict with a prior or current project of such Consultant. Examples of the situations mentioned are when a Consultant or its professional staff engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant or its professional staff assisting a Procuring Entity in privatization of public assets shall not purchase, nor advise purchasers, of such assets; or a Consultant or its professional staff hired to prepare Terms of Reference (TOR) for a project shall not be recruited for the project in question.

- 1.2. Consultants including its professional staff shall not be related to the Head of the Bulacan State University, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants up to third civil degree of consanguinity or affinity. Relationship of the nature described above or a failure to comply with the provisions of this clause will result in the rejection of the Consultant's bid.
- 1.3. Subject to these provisions, any previous or ongoing participation by the Consultant, its professional staff, or its affiliates or associates under a contract with the Funding Source or the Bulacan State University in relation to this Project may result in the rejection of its bid. Consultants should clarify their situation in that respect with the Bulacan State University before preparing its bid.
- 1.4. Failure by a Consultant or its personnel to fully disclose potential conflict of interest at the time of Bid submission, or at a later date in the event that the potential conflict arises after such date, shall result in the Bulacan State University and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment.
- 1.5. Consultants are discouraged to include officials and employees of the Government of the Philippines (GoP) as part of its personnel, directly or indirectly. Participation of officials and employees of the GoP in the Project shall be subject to existing rules and regulations of the Civil Service Commission.
- 1.6. Consultants including its professional staff should not be connected with Bulacan State University directly or indirectly in any manner by reason of employment among others.
- 1.7. Consultants including its professional staff should not have a previous, pending or on-going case, issue or complaint with Bulacan State University.
- 1.8. Fairness and transparency in the selection process require that Consultants do not derive unfair competitive advantage from having provided consulting services related to the Project in question.

Non-submission of the above mentioned documents will automatically disqualify the bidder from the procurement process. For any clarifications, you may contact the BAC Secretariat Office at telephone nos. (044) 919-7800 loc. 1053 / (044) 794-7755 or e-mail at bac@bulacanstateu.edu.ph.

Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The BulSU reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.



HERMOGENA A. BAUTISTA
BAC Chairperson, Infrastructure and Repairs



Republic of the Philippines
Bulacan State University
City of Malolos, Bulacan
Tel/Fax (044) 791-0153

PROJECT MANAGEMENT OFFICE

TERMS OF REFERENCE FOR THE PROCUREMENT AND IMPLEMENTATION OF THE PROJECT "RETROFITTING OF CIT BUILDING – DESIGN PHASE"

BACKGROUND AND OBJECTIVE

The CIT Building or better known as ALVARADO HALL began its construction in 1997 through congressional funding. It was designed as a Five Storey Building by the DPWH Regional Office but its construction was in stages as per funding schedule. It was in 2014, its 3rd and 4th floor was funded but as per recommendation of DPWH Region 3, the university requested for the structural integrity of the existing ground and 2nd floor. The findings suggested that the building be limited to four floors instead of five. Results were submitted to the University Structural Engineer Engr. Romualdo Caluag, redesigning the structural components of the remaining 3rd floor and 4th floor respectively.

The project, **Continuation of 3rd Floor CIT Building** started in December, 2017. During the implementation of the project, vibration and saturation of water to existing surfaces cannot be avoided due to concrete pouring of columns, beams and slabs. Ocular investigation was carried out with the following findings:

1. there are visible cracks at the soffit and walls of the 2nd and 3rd floor
2. Due to vibration and additional weight, portions of the 2nd floor concrete slabs were chipped off with some rusted reinforcing bars exposed.

Consultations were done with BuISU Structural Engineer, Engr. Romualdo Caluag and he recommended that the said building needs retrofitting.

OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

1. To provide a background information regarding the preparation and submission of the proposed project to the Designer;
2. To provide a background information regarding the proposed project which should be handled in the shortest possible time, at the lowest possible cost and at an acceptable quality and performance to the Designer;
3. To outline the "Work" of the Designer that has to be performed under the terms of its contract with the Bulacan State University.
4. To provide penalties in case of breach of Designer-Builder's obligations

PROJECT DESCRIPTION

The **Retrofitting of CIT Building (PMO-18-07)** includes structural retrofitting of the ground, second and third floor levels of the CIT Building (Alvarado Hall).

CONCEPTUAL DESIGN

The proposed project in the Alvarado Hall shall have two main phases: **the design phase** and **the construction phase**, and shall put emphasis on the most feasible solution for the structural damages of the building. This project will only cover the **design phase** which shall include conducting structural evaluation of the affected areas, which will form the basis of the proposed structural retrofitting methods.

PROJECT SITE

General

1. The proposed site is the CIT Building/ Alvarado Hall located at the main campus of Bulacan State University.
2. Preliminary Documents to be provided by the Owner the following documents will be provided by the Owner as preliminary data for the project: a. Campus site development plan; and b. As-built plans of the building

PROJECT DEFINITION

The Owner/Procuring Entity does not guarantee that the preliminary data provided are fully complete since its original plans were productions in the year 1996 from DPWH Region III. The Contractor shall solely be responsible for the accuracy and applicability of all data that it will use in its Design proposal and services. It shall also be responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval of the Owner/Procuring Entity. It shall also be solely responsible for the design and liable for structural defects and/or failures of the completed project. The Contractor shall conceptualize a retrofitting solution that will preserve the steep slopes integrity of the building that will provide a safe, comfortable, durable structure to house the academic activities of the college.

DURATION OF THE CONTRACT

This work shall be completed within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

The works included herein shall be divided in two (2) phases as well, namely:

Phase I The **Design Phase**, which shall include the Detailed Engineering, including presentation and approvals as well as Permit Acquisitions, should be accomplished within **thirty (30) calendar days**. However, this period shall be **interrupted and/or suspended** during the pendency of the review of the design conducted by the PMO, and the running of the thirty-day period will only resume upon the approval of the PMO of the design.

Phase II The **Supervision Phase**, which shall include the supervision during the conduct of the Construction Phase as specified in the above-mentioned Conceptualized Design.

ELIGIBILITY REQUIREMENTS:

A. PROFESSIONAL REQUIREMENT. The contractor shall provide adequate and qualified staff to perform the services required herein. The key professionals and the respective qualifications of the DESIGN PERSONNEL shall be as follows:

1. **STRUCTURAL ENGINEER.** The Structural Engineer must be a duly-licensed Civil Engineer and **Certified Structural Engineer** with at least five (5) years of experience in structural

design and shall preferably be knowledgeable in the application of rapid construction technologies and expertise in retrofitting vertical infrastructures.

B. MATERIAL SPECIFICATIONS

The contractor shall provide complete material specifications intended for use in the retrofitting works in buildings such as carbon fiber, glass fiber, epoxy etc. conforming to international standards and the DPWH Standard Specification for Carbon Fiber Item 416.

SUBMITTALS, STAGES AND DELIVERY

The following submittals and accomplished documents shall be duly completed and turned-over by the Design Contractor for the project:

1. For the Design Phase I

A. Tests for the Structural Integrity of Structural members of CIT Building from ground to 3rd floor;

B. Investigation/ evaluation data; recommendations and Structural analysis and design report; submission of materials and testing, methodology of construction, PERT/CPM;

C. Construction Plans, signed and sealed by the proper and appropriate professional; Technical specifications; Detailed cost estimate; and Bill of quantities.

D. Duly signed and sealed Structural Permit.

2. For the Design Phase II

A. A log book for a minimum of ten (10) Periodic visits during the construction phase and final approval upon its completion. Each log in the said log book shall be duly signed by the Director of the PMO.

WARRANTIES OF THE DESIGNER

1. The Designer warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.
2. The Designer warrants, represents and undertakes reliability of the service required to the satisfaction of the BulSU.
3. The Designer shall coordinate with the Resident Engineer and or any of his/her authorized representative in the performance of the work.
4. The Designer shall neither assign, transfer, pledge any part nor interest therein.

TERMS OF PAYMENT

The Design Phase is divided into two (2) phases, namely: **Design Phase** and the **Supervision Phase**. The following schedule of payments shall be followed:

| | |
|---|---|
| Phase I Design Phase (Item Number 1 in the Purchase Request) | Shall be paid upon the completion and acceptance of the retrofitted design by the PMO |
|---|---|

| | |
|---|--|
| Phase II Supervision Phase (Item Number 2 in the Purchase Request) | Shall be paid only upon the completion of the Construction Phase |
|---|--|

CRITERIA FOR EVALUATION

| Personnel to be assigned to the project | Max Score | Actual Score |
|--|-----------|--------------|
| Structural Engineer duly certified by the PRC with five (5) years' experience or more (<i>6 years or more: 20 points; 5 years: 10 points in the field of expertise.</i>) | 40 | |
| TOTAL | 40 | |

| Experience and Capability of Consulting Firm | Max Score | Actual Score |
|---|------------|--------------|
| The Consultant/Firm must have been in active practice or operational for at least three (3) years (<i>2 years: 10 points; 1 year: 5 points</i>). | 20 | |
| The Consultant/Firm must have at least three (3) years' experience in Structural Design and preparation of contract documents (<i>2 years: 10 points; 1 year: 5 points</i>). | 20 | |
| The Consulting Firm must have previously handled/managed at least three (3) Structural Design projects with at least one multi-storey project (three-storey and up) (<i>2 projects: 15 points; 1 project: 10 points</i>). | 20 | |
| TOTAL | 60 | |
| GRAND TOTAL | 100 | |

I/We undertake to comply and deliver all the above requirements:

Company Name: _____

Address: _____

Contact Nos.: _____ Email: _____

Authorized Representative:

Signature: _____

Complete Name: _____

Date: _____



Republic of The Philippines
BULACAN STATE UNIVERSITY
City of Malolos, Bulacan

Price Quotation

Quotation No. : 18-473-09
Purchase Request No. : G-09-718-18
ABC : P 350,000.00

| Item | Activity/Description | Qty. | Total Cost | Comply / Not Comply |
|------|---|-------|------------|---------------------|
| 1 | Consulting Services for the CIT Retrofitting (Design Phase) | 1 lot | | |
| | Final detailed Structural Engineering Design prepared using AutoCAD showing the location (plans and sections) with details for retrofitting in appropriate scales, signed and sealed; | | | |
| | Final detailed cost estimates for structural retrofitting works, signed and sealed; | | | |
| | Final Technical Specifications for structural retrofitting works describing the type and quality of materials, finish and manner of construction and the general conditions under which the project is to be constructed, signed and sealed; | | | |
| | Scope of work, structural integrity laboratory results with findings and analyses and other technical documents, signed and sealed; | | | |
| | Nine (9) complete sets of the approved plans/drawings, specifications and other tender documents normally required for purposes of bidding and permit application plus three (3) sets of construction plan of the construction work, signed and sealed by the Accredited Structural Engineer. | | | |
| | TOTAL (inclusive of tax and other government taxes, including all other incidental costs and expenses) | | | |

I undertake to comply and deliver all the above requirements:

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____

Documentary Requirements

Legal Documents:

- ☐ Registration certificate from DTI/SEC or CDA for cooperatives and/or equivalent document from the country of origin;
- ☐ Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- ☐ Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR;
- ☐ PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184;
- ☐ Latest income and business tax returns;
- ☐ Omnibus Sworn Statement;

Technical Documents:

- ☐ Duly signed Terms of Reference;
- ☐ List of Completed/On-going Project as Structural Designer for the last three years with Client's Certification and Contract (the list should indicate the project name, contract amount, and the Consultant's involvement i.e. designer, consultant, project/ construction manager, etc.)
- ☐ Proof of qualification such as: Curriculum Vitae (CV), Professional Regulation Commission (PRC) License and Professional Tax Receipt (PTR) clearly showing the relevant skills, work experience and professional certifications.
- ☐ Certificate of Site Inspection duly issued and signed by the Project Management Office of BulSU.

Financial Document:

- ☐ Duly signed and sealed Price Quotation.